Draft Indicators for School Health Programs: HIV Prevention Local Education Agencies

Fiscal Year: March 1, 2005 – February 28, 2006 Division of Adolescent and School Health

Cooperative Agreement 03004: Improving the Health, Education, and Well-Being of Young People Through Coordinated School Health Programs

Instructions

This set of indicators describes the performance of your HIV project in seven areas: (1) policy; (2) curricula and instruction; (3) assessment of student standards; (4) external collaboration; (5) targeting priority populations; (6) project planning; and (7) other information and activities.

A glossary of terms is included at the end of the indicators.

Activities to be reported are those for which any amount of DASH funds were used, or in which staff time to develop, implement, or evaluate activities was funded in any amount by DASH. These questions address only portions of Program Announcement 03004. Do not include HIV prevention activities funded through supplements to 03004.

Please answer each question carefully and accurately. Not all items or activities may reflect the emphasis of your HIV Project for the current fiscal year, and therefore you may report that you have not performed activities in those areas by entering zeros. Additionally, you may not currently collect information about some activities. If so, please leave the answer blank. Please be sure to include materials for those items requesting attachments.

Public reporting burden of this collection of information is estimated to average 9 hours per response, including the time reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS-E-11, Atlanta, Georgia 30333; ATTN: PRA (0920-0672).

For further questions or assistance with completing this report please contact your CDC project officer.

Person completing the Indicators:	
Name:	
Title:	
City:	State:
Phone:	
Email:	





I. POLICY

1.		During FY 05, did your HIV project DISTRIBUTE established or model policies, policy standards, or other policy materials on the following topics? (Choose one for each topic.)				
	A.	HIV education for students.				
	0 0	YES NO—we have such policies but have not distributed them during FY 05. → Skip to 1B NO—we do not have such policies → Skip to 1B				
		IF YES, provide the total: 1. Number of schools reached directly 2. Number of hits on web site (if applicable)				
	B.	Infection control/universal precautions for all school staff.				
	0 0	YES NO—we have such policies but have not distributed them during FY 05 → Skip to 1C NO—we do not have such policies → Skip to 1C				
		 IF YES, provide the total: 1. Number of schools reached directly 2. Number of hits on web site (if applicable) 				
	C.	Maintaining confidentiality of HIV-infected students and staff.				
	0 0	YES NO—we have such policies but have not distributed them during FY 05 → Skip to 1D NO—we do not have such policies → Skip to 1D				
		 IF YES, provide the total: 1. Number of schools reached directly 2. Number of hits on web site (if applicable) 				
	D.	Other established or model policies, policy standards, or other policy materials.				
	0 0	YES NO—we have such policies but have not distributed them during FY 05 → Skip to 2 NO—we do not have such policies → Skip to 2				
		IF YES: 1. Specify policy topic 2. Number of schools reached directly 3. Number of hits on web site (if applicable)				

2.	include	d information about established or model policies, policy standards, or other policy (Choose one.)
	0	YES
	0	$NO \rightarrow Skip to 3$
	If YES	, provide the total:
	A.	Number of professional development <u>events</u> focusing <u>only</u> on HIV policy
	В.	Number of <u>participants</u> in professional development events focusing <u>only</u> on HIV policy
	C.	Number of professional development <u>events</u> that <u>combined</u> HIV policy with other topic(s) (include only professional development in which activities or a portion of the event focused specifically on HIV policy)
	D.	Number of <u>participants</u> in professional development events that <u>combined</u> HIV policy with other topics
	E.	Number of schools reached directly
	F.	Number of external partners reached directly
3.		FY 05, did your HIV project provide INDIVIDUALIZED TECHNICAL TANCE on established or model policies, policy standards, or other policy materials? e one.)
	0	YES NO→ Skip to 4
	If YES A. B.	Number of external partners reached directly

II. CURRICULA & INSTRUCTION

4. During FY 05, did your HIV project DISTRIBUTE any of the following on HIV health education standards, exemplary curricula, frameworks, or guidance? (Choo			
	0 0	YES NO—we have exemplary health education standards, curricula, frameworks, or guidance on HIV prevention but have not distributed them during FY 05 → Skip to 5 NO—we do not have exemplary health education standards, curricula, frameworks, or guidance on HIV prevention → Skip to 5	
	If YES A. B. C.	Number of schools reached directly Number of external partners reached directly Number of hits on web site (if applicable)	
5.	exemp scienti effecti	g FY 05, did your HIV project provide PROFESSIONAL DEVELOPMENT on lary HIV curricula or instruction? (e.g. training on selected curricula; the importance of fically accurate information; characteristics of effective HIV prevention programs; we instructional strategies; aligning HIV prevention programs to meet health education rds.) (Choose one.)	
	0	YES NO→ Skip to 6	
	If YES	· !•	
	A.	Number of professional development <u>events</u> focusing <u>only</u> on HIV curricula or instruction	
	В.	Number of <u>participants</u> in professional development events focusing <u>only</u> on HIV curricula or instruction	
	C.	Number of professional development <u>events</u> that <u>combined</u> HIV curricula or instruction with other topic(s) (include only professional development in which activities or a portion of the event focused specifically on exemplary HIV curricula or instruction)	
	D.	Number of <u>participants</u> in professional development events that <u>combined</u> HIV curricula or instruction with other topics	
	E.	Number of schools reached directly	
	F.	Number of external partners reached directly	

\circ	YES		
0		Skip to	7
If YE	S, please	provide	e the name of the curricula or programs
A.	71	1	A1.(total number of participants)
B.			B1.(total number of participants
C.			C1.(total number of participants)
D.			D1.(total number of participants)
E.			E1.(total number of participants)
	oping, sel		V curricula or instruction? (For example, help in reviewing, revising, or implementing instructional materials for HIV prevention.) (Choose
0	YES		
0	NO→	Skip to	8
If YE A.	S, provid Numbe		tal: nools reached directly
A. B. Durin	Number Number Number	er of sch er of ext which o	nools reached directly ternal partners reached directly of the following topics were emphasized by your HIV project in curric
A. B. Durin	Number Number Number 19 FY 05, struction?	er of sch er of ext which of (Choose	nools reached directly
A. B. Durin or ins	Number Nu	er of scher of ext which of (Choose	nools reached directly ternal partners reached directly of the following topics were emphasized by your HIV project in curric se YES or NO for each topic.)
A. B. Durin	Number Number Number 19 FY 05, struction?	er of sch er of ext which of (Choose	nools reached directly ternal partners reached directly of the following topics were emphasized by your HIV project in curric se YES or NO for each topic.) Abstinence from sex as the only sure way of preventing HIV
A. B. Durin or ins	Number Number Number Number Struction?	which of (Choose)	nools reached directly ternal partners reached directly of the following topics were emphasized by your HIV project in curric se YES or NO for each topic.) Abstinence from sex as the only sure way of preventing HIV transmission
A. B. Durin or ins	Number Nu	er of scher of ext which of (Choose	ternal partners reached directly of the following topics were emphasized by your HIV project in curric se YES or NO for each topic.) Abstinence from sex as the only sure way of preventing HIV transmission Abstinence from IV drug use as the only sure way of preventing HIV
A. B. Durin or ins	Number Nu	which of (Choose)	nools reached directly ternal partners reached directly of the following topics were emphasized by your HIV project in curric se YES or NO for each topic.) Abstinence from sex as the only sure way of preventing HIV transmission Abstinence from IV drug use as the only sure way of preventing HII transmission
A. B. Durin or ins	Number Number Number Number Struction?	which of Choose NO	Abstinence from sex as the only sure way of preventing HIV transmission Abstinence from IV drug use as the only sure way of preventing HIV transmission Proper and consistent use of condoms among sexually active youth is
A. B. Durin or ins	Number Nu	which of Choose NO	nools reached directly ternal partners reached directly of the following topics were emphasized by your HIV project in curric se YES or NO for each topic.) Abstinence from sex as the only sure way of preventing HIV transmission Abstinence from IV drug use as the only sure way of preventing HII transmission
A. B. A. B. C.	Number Nu	which (Choos	record reached directly ternal partners reached directly of the following topics were emphasized by your HIV project in curric se YES or NO for each topic.) Abstinence from sex as the only sure way of preventing HIV transmission Abstinence from IV drug use as the only sure way of preventing HIV transmission Proper and consistent use of condoms among sexually active youth method of reducing risk of HIV transmission Influencing social norms to prevent HIV infection Developing individual and interpersonal skills for preventing HIV infection (e.g. goal setting, decision making, refusal, negotiation,
A. B. A. B. C. D.	Number Nu	which of Choose NO O	record reached directly ternal partners reached directly of the following topics were emphasized by your HIV project in curric se YES or NO for each topic.) Abstinence from sex as the only sure way of preventing HIV transmission Abstinence from IV drug use as the only sure way of preventing HIV transmission Proper and consistent use of condoms among sexually active youth method of reducing risk of HIV transmission Influencing social norms to prevent HIV infection Developing individual and interpersonal skills for preventing HIV

III. ASSESSMENT OF STUDENT STANDARDS

9.	measure does <u>no</u>	25, did your HIV project DISTRIBUTE frameworks or guidelines about how to assess or e, at the classroom level, students' knowledge and skills regarding HIV prevention? This include materials on how to conduct the Youth Risk Behavior Survey (YRBS) or the Health Profiles (Profiles). (Choose one.)
	0	YES
	0	NO—we have frameworks or guidelines about how to assess or measure, at the classroom level, students' knowledge and skills regarding HIV prevention, but have not distributed them in FY 05.
	0	NO—we do not have materials about how to assess or measure, at the classroom level, students' knowledge and skills regarding HIV prevention.
10.	informa skills re	25, did your HIV project conduct PROFESSIONAL DEVELOPMENT that included ation about how to assess or measure, at the classroom level, students' knowledge and egarding HIV prevention? This would <u>not</u> include training on how to conduct the Youth ehavior Survey (YRBS) or the School Health Profiles (Profiles). (Choose one.)
	0	YES
	0	NO→ Skip to 11
	If YES,	provide the total:
	A.	Number of professional development <u>events</u> focusing on health education assessment, <u>including</u> HIV prevention (include only professional development in which activities or a portion of the event focused specifically on HIV student standards and health education assessment)
	В.	Number of participants from professional development events focusing on student standards and health education assessment, including HIV prevention
	C.	Number of professional development <u>events</u> focusing on student standards and health education assessment
	D.	Number of participants from all professional development events focusing on student standards and health education assessment
	E.	Number of schools reached directly
	F.	Number of external partners reached directly

11.	In FY 05, did your HIV project provide INDIVIDUALIZED TECHNICAL ASSISTANCE that included information about how to assess or measure, at the classroom level, students' knowledge and skills regarding HIV prevention? (Choose one.)
0	YES NO→ Skip to 12
	If YES, provide the total: A. Number of schools reached directly B. Number of external partners reached directly

IV. EXTERNAL COLLABORATION

- 12. During FY 05, did your HIV project **COLLABORATE** with any external partners? (Choose one.)
- O YES
- \bigcirc NO \rightarrow Skip to 13

If YES, choose YES or NO for each of the following external partners

	YES	NO	
A.	\circ	\circ	Agencies serving primarily African American youth
B.	0	0	Agencies serving primarily Hispanic youth
C.	0	0	Agencies serving primarily American Indian/Alaskan Native youth
D.	0	0	Agencies serving primarily Asian/Pacific Islander youth
E.	0	0	Agencies serving primarily sexual minority youth
F.	0	0	AIDS service community organizations
G.	0	0	Alcohol and drug rehabilitation facilities
H.	0	0	Community organizations serving parents and families (this does not
			include internal school parent groups such as the PTA)
I.	0	0	Community based organizations (CBOs)
J.	0	0	Faith or religious organizations
K.	0	0	Health service organizations
L.	0	0	HIV Community Planning Group (CPG)
M.	0	0	Juvenile corrections facilities
N.	0	0	National organizations funded by CDC to assist with HIV prevention efforts
O.	0	0	Organizations that focus exclusively on abstinence
P.	0	0	Other national organizations
Q.	0	0	State education agency
R.	0	0	State health department
S.	\circ	0	State heath coalitions or networks
T.	0	0	Universities and other institutions of higher education
U.	0	0	Youth representing schools or communities
V.	0	0	Youth-serving community organizations
W.	0	0	Others (please specify

(If additional "others" are listed please label X-Z.)

13.

	onship with the state CDC-sponsored Community Planning Group (CPG) for HIV ntion? (Choose one.)
0	No one from the LEA attends the meetings
0	An LEA staff member attends meetings to observe, but has no formal role
0	An LEA staff member attends and serves as a content expert or technical advisor, but
	does not have voting privileges
0	An LEA staff member attends meetings and has voting privileges
0	Other (please specify)

During FY 05, which of the following descriptions best describes your local education agency's

V. TARGETING PRIORITY POPULATIONS

14. In FY 05, did your HIV project implement programmatic activities to <u>specifically target</u> any of the following youth? Materials, professional development and individualized technical assistance may be specific to preventing HIV or may focus on reaching, serving, communicating with, or providing services for members of the priority populations listed below. If more than one priority population is specifically targeted in materials, professional development, or individualized technical assistance, report <u>each</u> group included, below. (Please Choose YES or NO in each box.)

Priority Populations	Distrib Mate YES	rials	Profes Develo YES			ualized Assistance NO
A. African American youth	0	0	0	0	0	0
B. Asian/Pacific Islander youth	0	0	0	0	0	0
C. Hispanic youth	0	0	0	0	0	0
D. American Indian/Alaskan Native youth	0	0	0	0	0	0
E. Sexual minority youth	0	0	0	0	0	0

(If NO to all responses, skip to 18.)

15.		ent, or individualized technical assistance that you pulations, what topics were included? (Choose all that
	 Providing culturally and linguistic Understanding the HIV preventio Building the skill of school admir priority populations 	pulations to provide educational programs or services cally competent educational programs or services in needs of members of priority populations histrators, faculty, or staff to address members of
(If N	O to all professional development question	
16.		NAL DEVELOPMENT that your HIV project uality of HIV prevention for specific priority
	 A. Number of professional developm HIV prevention for specific priori B. Number of schools reached direct 	
	C. Number of external partners reach	
(If N	O to all individualized technical assistance	questions in 14, skip to 18)
17.	During FY 05, describe the INDIVIDUA project provided to reach specific <u>priority</u>	LIZED TECHNICAL ASSISTANCE that your HIV populations:
	A. Number of schools reached directB. Number of external partners reached	
18.		grammatic activities that directly targeted other <u>youth</u> gories that were <u>specifically targeted</u> . (Please refer to
	A	F
	B	G H
	D	I
	E	

Please continue on the next page \rightarrow

VI. PROJECT PLANNING

19.	Does your HIV project have a formal written training plan that guides PROFESSIONAL DEVELOPMENT activities? (Choose one.)						
	0	YES NO					
	(If YES, please attach.)						
20.	_	FY 05, did your HIV project identify or maintain an HIV point of contact in selected ? (Choose one.)					
	0	YES NO→ Skip to 21					
	If YES	, provide total:					
	A.	Number of schools with an identified HIV point of contact					

Please continue on the next page →

VII. OTHER INFORMATION & ACTIVITIES

Is then	re information that we asked for in this year's Indicators that you estimated or guessed at YES
0	NO→ Skip to 22
A. V	What kind of information did you estimate or guess at? (Mark all that apply.)
	_ Distribution of print materials
	_ Distribution of electronic materials
	Professional development events
	_ Individualized technical assistance
В. С	On what topics did you estimate or guess at information? (Mark all that apply.)
	Policies
	Curricula and instruction
	Assessment of student standards
T .1	
	re information that we asked for in this year's Indicators that you did not collect at all?
0	YES
O	NO→ Skip to 23
A. W	hat kind of information did you not collect at all? (Mark all that apply.)
	Distribution of print materials
	Distribution of electronic materials
	Professional development events
	Individualized technical assistance
B. Oı	n what topics did you not collect information at all? (Mark all that apply.)
	Policies
	Curricula and instruction
	Assessment of student standards

HIV PREVENTION, LOCAL EDUCATION AGENCIES

23.	During FY05, did your HIV project conduct any additional, noteworthy, major activities to improve HIV policies, curriculum, instruction, or assessment? Did these activities focus on improving the quality of HIV prevention for African-American, Hispanic, American Indian/Alaskan Native or Asian/Pacific Islander youth or youth in high risk situations? If so, please describe in an attached narrative.
24.	Please describe in an attached narrative, one specific improvement to your HIV program during FY05 that occurred as a result of your evaluation activities.
25.	Please provide any additional general comments or information in the space below.

THANK YOU FOR YOUR RESPONSES. PLEASE RETURN THE INDICATORS.

Glossary

Please refer to the following definitions when answering the questions:

COLLABORATION - Two or more partners jointly plan and implement program activities with definable roles and responsibilities for each partner.

CULTURAL COMPETENCE - Knowledge and skills that allow individuals to increase their understanding and appreciation of cultural differences and similarities within, among, and between groups.

CURRICULUM - An educational plan incorporating a structured, developmentally appropriate series of intended learning outcomes and associated learning experiences for students; generally organized as a related combination or series of school-based materials, content, and events.

DISTRIBUTE - Putting exemplary materials in the hands of appropriate personnel. Distribution may occur in response to requests for materials or through proactive sharing of information.

DOCUMENTATION - Written records showing an activity occurred.

EMPHASIZED - Curricula, instruction, and instructional activities are tailored to specific, primary HIV prevention topics and are primary messages in policy, professional development, or individualized technical assistance by an HIV project. Do not include topics that are only mentioned in passing and are not primary messages of curricula, instruction, or instructional activities.

EVALUATION PLAN - A written evaluation plan may include process evaluation, to determine if activities were conducted as planned and how well they were conducted, as well as outcome evaluation to determine the impact of an activity or program on program objectives.

EXEMPLARY - An evaluated curriculum or program with evidence of effectiveness, or a curriculum or program that has used research-based or science-based strategies. An exemplary curriculum or program is: (1) developmentally and culturally appropriate; (2) medically and scientifically accurate; (3) consistent with scientifically researched evidence of effectiveness; and (4) built on a theoretic approach based on proven principles for prevention.

EXTERNAL PARTNERS - Agencies, organizations, and groups outside your own agency with which you collaborate or associate to further the goals of your HIV project.

FISCAL YEAR (FY) - March 1, 2004 to February 28, 2005, the budget period for the cooperative agreement.

FRAMEWORK - An outline or plan that presents both the content (such as important concepts, skills, and generalizations) and the process for developing curricula, instruction, and assessment.

GUIDANCE - A set of strategies to apply frameworks to develop curricula, instruction, and assessment.

HEALTH EDUCATION STANDARDS - An established set of indicators that describe the knowledge and skills essential to the development of student health literacy and provide the foundation for curriculum development, instruction, and assessment of student performance. Many states use the National Health Education Standards as the foundation for their own health education standards. An abbreviated version of the National Health Education Standards developed by the Joint Committee on National Health Education Standards can be found at: http://www.aahperd.org/aahe/pdf files/standards.pdf.

HIV PROJECT - Any activities or personnel that are funded, in part or whole, through CDC/DASH cooperative agreement funds for the HIV project. It is the work of contract and regional staff on DASH Program Announcement 03004, Priority #3.

INDIVIDUALIZED TECHNICAL ASSISTANCE - Tailored assistance to meet site-specific needs with collaborative communication between a specialist and the site. Assistance takes into account site-specific circumstances and culture, and can be provided through phone, mail, e-mail, Internet, or inperson meetings.

LINGUISTIC COMPETENCE - Knowledge and skills that allow individuals to increase their understanding and appreciation of verbal and non-verbal communication differences and similarities within, among, and between groups.

MATERIALS - Resources approved by an HIV materials review committee, including written materials (e.g. curricula, training materials, pamphlets); audio visual materials (e.g. motion pictures and video tapes); pictorials (e.g. posters and similar educational materials using photographs, slides, drawings, or paintings); and electronic resources (e.g. web sites, pdf files, PowerPoint files).

NUMBER OF SCHOOLS REACHED DIRECTLY - A school is reached directly when one or more school staff receive materials, training, or assistance from personnel funded by your HIV project.

POLICY - Any mandate issued or policies adopted by local or school district boards of education, the state school board, state legislature, or other local, district, or state agencies that affect the environment in school districts or throughout the state. These include policies developed by your state, or those based on model policies developed elsewhere. Sample model policies are available in Fit, Healthy, and Ready to Learn: A School Health Policy Guide (March 2000), developed by the National Association of State Boards of Education (NASBE). Sample polices can be viewed at NASBE's web site: http://www.nasbe.org/healthyschools/fithealthy.mgi.

PRIORITY POPULATIONS - Groups disproportionately affected by HIV/AIDS, including youth at high risk for health disparities.

PROFESSIONAL DEVELOPMENT - Those processes and activities designed to enhance the professional knowledge, skills and attitudes of educators and others who work with youth, so that they might, in turn, improve the learning and health outcomes of children and adolescents. Professional development is consciously designed to actively engage learners and includes the planning, design, implementation, evaluation and follow-up of professional development events (e.g. training, workshops, conferences, web-based learning, coaching/mentoring).

PROFESSIONAL DEVELOPMENT EVENT- A set of skill-building processes and activities designed to assist targeted groups of participants in mastering specific learning objectives. Such events are delivered in an adequate time span (at least 3 hours) and may include, but are not limited to, curriculum and other training, workshops, conferences, and on-line or distance learning courses.

PROGRAM - A multi-faceted approach to decrease health risk behaviors that may include a combination of strategies such as one-on-one interventions, policy and climate changes, advocacy, peer interventions, mentoring programs, youth asset development, and outreach.

SCHOOL - A division of the public school system consisting of students in one or more grades or other identifiable groups organized to give instruction of a defined type. One school may share a building with another school or one school may be housed in several buildings. Each school usually has an identification number assigned by the state department of education for tracking purposes. Synonyms for public schools include charter schools, magnet schools, vocational schools and alternative schools.

SERVING PRIMARILY - Agencies whose main focus is on providing services tailored to a specific, identifiable population (e.g. by race, sexual orientation, etc.), or increasing the ability of others to provide services to that population.

SEXUAL MINORITY YOUTH - Youth who identify as gay, lesbian, bisexual, transgender, or questioning; or youth who engage in same gender sexual activity.

SPECIFICALLY TARGETING - Programs or activities that are tailored to a particular, identifiable population (e.g. by race, sexual orientation, etc.), or activities to increase the ability of others to provide such services or activities.

YOUTH IN HIGH RISK SITUATIONS - Please refer to CDC's definition (Attachment A).

ATTACHMENT A

YOUTH IN HIGH-RISK SITUATIONS

The following is the Centers for Disease Control and Prevention's definition of youth in high-risk situations. (From CDC. "Report of the Fourth Meeting of the CDC Advisory Committee on the Prevention of HIV Infection," November 7-8, 1990.)

Young people between the ages of 10 and 24 who fit at least one of the following categories are considered at high risk for HIV infection:

- 1. Homeless youth
- 2. Runaway youth
- 3. Youth not in school and unemployed
- 4. Youth requiring drug or alcohol rehabilitation
- 5. Youth who interface with the juvenile corrections system
- 6. Medically indigent youth
- 7. Youth requiring mental health services
- 8. Youth in foster homes
- 9. Migrant farm worker youth
- 10. Gay or lesbian youth
- 11. Youth with STDs, especially genital ulcer disease
- 12. Sexually abused youth
- 13. Sexually active youth
- 14. Pregnant youth
- 15. Youth seeking counseling and testing for HIV infection
- 16. Youth with signs and symptoms of HIV infection or AIDS without alternative diagnosis
- 17. Youth who barter or sell sex
- 18. Youth who use illegal injected drugs (including crack cocaine)

Some characteristics of youth who fit the definition of youth at high risk for HIV infection pose barriers to effective intervention. Those characteristics include:

- feeling invulnerable to disease
- having little adult supervision, whether at home, having run away from home, or having been asked to leave home
- a history of emotional, sexual, and/or physical abuse
- distrust of adults
- serious emotional and personal problems
- disenfranchised from institutions that normally provide structure and support
- difficulty filling basic human needs for food, shelter, money, and safety -- consequently placing prevention of HIV infection at a low priority